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PROCEDURE TRANSMITTAL 141530

NOTICE

U. S. DEPARTMENT OF AGRICULTURE

DISTRIBUTION OF PROCEDURE TRANSMITTALS NOS. 90 AND 95: Distribute Procedure Transmittal No. 90 with PMA Instructions 124.1 and or 124.2. Distribute Procedure Transmittal No. 95 with PMA Instructions 124.3 and/or 124.4.

NEW RELEASES

124.3  
6-10-47  
(Supersedes  
124.3 dated  
6-20-46)

SHIPPING OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM: Completely revised.

LIMITATION OF USE: Until further notice this Instruction is effective only for Irish and sweet potatoes.

124.4  
6-9-47  
(Supersedes 124.4  
dated 6-20-46)

DISTRIBUTION OPERATIONS INVOLVED IN SECTION 32 PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM: Completely revised. Prescribes the use of form FP-54, "Delivery Order." Form FDA-2, "Delivery Order," should be used in lieu of FP-54 until stocks of FDA-2 are exhausted.

LIMITATION OF USE: Until further notice this Instruction is effective only for Irish and sweet potatoes.

(Forms Manual Insertions)

FDA-596  
Undated  
(Supersedes In-  
sertion dated  
7-15-46)

PUBLIC WEIGHMASTER'S CERTIFICATE: Preparation and distribution revised.

FMA-74  
1-17-46  
(Supersedes In-  
sertion SMA-220  
dated 7-15-46)

FIELD RECORD ENVELOPE: This envelope is essentially the same as SMA-220 and stocks of the latter should be used until exhausted.

FMA-171  
6-4-47  
(Supersedes In-  
sertion dated  
7-15-46)

PROGRAM AUTHORIZATION: The new form is available only as a Forms Manual Insertion and as master multilith plates which program branches may obtain from Administrative Services (AS) Division, Budget and Management (BM) Branch. Issuing branches will insert authorization provisions, using a typewriter ribbon provided for that purpose, and will then forward the master to AS Division for reproduction.

(Forms Manual Insertions - Cont'd.)

PMA-248  
4-23-47

PURCHASE CONTROL RECORD

PMA-249  
4-18-47

REPORT OF FIELD PURCHASES

PMA-375  
3-27-47  
(Supersedes Insertion CCC-108 dated 7-15-46)

CONSIGNEE'S RECEIPT

CHANGES

124.2  
5-2-47

PURCHASE OPERATIONS INVOLVED IN PRICE SUPPORT OF FRUIT AND VEGETABLE COMMODITIES IN RAW FORM: On page 1 in the fifth title under Part I of the Outline of Contents, change "FS" to "FV." On page 21 on the right margin change "SMA-129" to "SMA-1292." On page 4 change the last line to read as follows:

"0," since it is followed by "C" signifies that the crop year is 1947 and

On page 5 delete "the first letter signifies" in line 1 and in line 4 change "fiscal" to "crop."

(Forms Manual Insertions)

PMA-227)  
6-19-46)

POWER OF ATTORNEY FOR AN AGENT OF CORPORATION and POWER OF ATTORNEY AND DESIGNATION OF AGENCY BY PERSONS OTHER THAN CORPORATIONS: On each of these Insertions, dated 8-30-46, opposite "Procedure Covering Use," delete

PMA-228)  
6-19-46)

"124.2" and on the same line delete "other." These forms are not specifically prescribed in Instruction 124.2 revised 5-2-47, but are still pertinent to price support programs and other programs requiring or permitting the use of power of attorney forms.

SMA-120(FSCC)  
2-27-41

PUBLIC VOUCHER--PURCHASE PROGRAMS: Delete reference opposite "Procedure Covering Use." Insert "Individual program procedures." This form is not specifically prescribed in Instruction 124.2 revised 5-2-47, but is still pertinent to price support programs.

OBSOLETE

The following forms have been declared obsolete. Existing stocks shall be disposed of in accordance with PMA Instruction 456.1:

PMA-171 5-21-46	PROGRAM AUTHORIZATION TO FIELD SERVICE BRANCH
OS-25 12-22-44	FIELD AUTHORIZATION. Remove Forms Manual Insertion dated 7-15-46.
PMA-202 6-12-46	BUYING DIRECTION. Remove Forms Manual Insertion dated 7-15-46.
PMA-248 9-23-46	PURCHASE CONTROL RECORD: Superseded by revised PMA-248, "Purchase Control Record," dated 4-23-47.
PMA-249 9-19-46	DAILY REPORT OF FIELD PURCHASES: Superseded by revised PMA-249, "Report of Field Purchases," dated 4-18-47.
FV-247 5-15-46	CONFIRMATION REPORT OF SHIPMENTS: Superseded by revised PMA-249, "Report of Field Purchases," dated 4-18-47. Remove Forms Manual Insertion FV-247 dated 7-15-46.





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I PURPOSE AND SCOPE OF THIS INSTRUCTION

This Instruction outlines the procedure for shipping operations involved in the purchase of fruit and vegetable commodities in raw form (farm products, including those generally sold by producers in semiprocessed form) for price support purposes. The Instruction conforms to the functional assignments made in PMA Instruction 124.1 and supplements PMA Instructions 124.2 and 124.4.

II GENERAL STATEMENTS AND DEFINITIONS

The general statements and definitions set forth in PMA Instruction 124.2 are applicable also to this Instruction.

III REFERENCE TO RELATED PMA FORMS

A Exhibit A to Instruction 113.1 - "PMA State Directors"

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## (III)

B Form PMA-85 - "Directory of Shipping and Storage Field Offices" PMA-85

C Form PMA-301 - "Directory of Area Fiscal Offices" PMA-301

## IV PROGRAM ARRANGEMENTS

A Between SS Branch and FV, FDP, and FS Branches - Prior to the issuance of formal authorization for a program the Fruit and Vegetable (FV) Branch, the Food Distribution Programs (FDP) Branch, and the Field Service (FS) Branch shall confer with the Shipping and Storage (SS) Branch regarding all shipping and storage aspects of the program. As a result of these conferences, the SS Branch will be able to advise its field offices of the possibility that programs will soon be under way. The FV Branch will furnish SS Branch with a copy of the Form PMA-171, "Program Authorization," issued by the FV Branch to the State director, PMA-171 as formal notice of the inauguration of a program.

B Between State Office and SS Field Offices - When the State director receives PMA-171, he will confer with the chief of the SS field office regarding (1) program symbol and number, (2) time, size, and extent of the program, (3) shipping schedules, and (4) shipping functions to be performed. Pursuant to this conference the chief of the SS field office shall deliver to the PMA State director a supply of U. S. Government Bills of Lading for the use of State office designees with authority to execute them in the name of the chief of the SS field office and to redelegate such authority to designees of the PMA State director. The SS field office shall forward to the Area Fiscal Office a copy of the delegation of authority issued to the PMA State director.

## V SHIPPING REPRESENTATIVE

A Designation - Refer to PMA Instruction 124.1 for details concerning designation of the shipping representative.

B Memorandum of Authority

1 Preparation - The chief of the SS field office or the State director, whichever is applicable, shall furnish the person designated to be shipping representative with a supply of U. S. Government Bills of Lading and authority to execute them in the name of the chief of the SS field office. This authority shall be in the form of a memorandum prepared in an original and six copies, all signed by the authorizing officer as follows:



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"Pursuant to the authority vested in me to authorize qualified personnel to execute U. S. Government Bills of Lading, I hereby designate (name of shipping representative) to execute bills of lading as follows:

(Name of chief, SS field office, typed or  
legibly hand-printed)

BY /s/ (Name of shipping representative, typed)

(Signature of shipping representative affixed  
upon receipt from authorizing officer)

Shipping Representative

\_\_\_\_\_  
(Signature of Authorizing Officer)

2 Distribution if Memorandum is Prepared by Chief, SS  
Field Office

- a Original and three copies to shipping representative
- b One copy to the Shipping Division, SS Branch,  
Washington
- c One copy to State office
- d One copy retained by SS field office

3 Distribution if Memorandum is Prepared by State Director

- a Original and three copies to shipping representative
- b Two copies to SS field office, one of which shall be  
forwarded by SS field office to the Shipping Division, SS Branch,  
Washington
- c One copy retained by State director

4 Distribution after Execution by Shipping Representative

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(V B 4)

The shipping representative shall sign the original and three copies received from the authorizing officer. Distribution shall be made as follows:

- a Original to SS field office, which will forward it to Claims Division, SS Branch, Washington
- b One copy to Claims Division, FI Branch, Washington
- c One copy to the authorizing officer
- d One copy retained by shipping representative

C Delivery Instructions - The shipping representative shall prepare shipping documents and accomplish shipments upon receipt of delivery instructions from the purchase representative. It is imperative that shipments be made in accordance with specified priorities or sequence. At the conclusion of the program the shipping representative shall turn over to the purchase representative all unfilled Delivery Orders or other delivery instructions.

1 Section 32 Outlets (Distributing Agencies)

a Delivery Orders (D/O's) - Delivery instructions will be forwarded by the purchase representative to the shipping representative in the form of a "Delivery Order," Form FP-54. The shipping representative will use FP-54 to prepare shipping documents and after shipment will distribute the form as outlined below. If the FP-54 is not on hand when shipment is to be made and the purchase representative has received telegraphic instructions, such telegraphic instructions may be used by the shipping representative pending actual receipt of FP-54 but must be confirmed later by FP-54.

(1) Yellow Copy - To SS field office of origin (This is the "shipping copy" and shall be filed with the bill of lading)

(2) Blue Copy - To Area Fiscal Office in the area covering the location of the shipper

(3) White and Pink Copies - To the State office from which received by the purchase representative



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b Responsibility for Delivery - The responsibility of PMA for delivery ceases when the car is placed for unloading at the point previously designated in the D/O. All charges, including those for demurrage, storage, and trucking, which accrue after arrival at destination and after either actual or constructive placement for unloading shall be the responsibility of the consignee.

2 Other Outlets - Delivery instructions for outlets other than those in paragraph C-1 above will have been received by the purchase representative from the Fruit and Vegetable (FV) Branch. Upon receipt of such instructions from the purchase representative, the shipping representative shall accomplish shipments as authorized by the FV Branch and in accordance with regular shipping procedure. The shipping representative will assign vendor and/or warehouse Notice to Deliver (N/D) numbers in accordance with SS Branch instructions and will insert the numbers on the bills of lading.

D U. S. Government Bills of Lading (B/L's)

1 Use - U. S. Government B/L's shall be used exclusively in all shipments made at Government expense, except that in extreme emergencies only, commercial B/L's may have to be used. (See paragraph E below)

2 Preparation - Preparation shall be by the shipping representative and in accordance with SS Branch instructions. In addition, the shipping representative shall insert on the B/L the purchase number assigned by the purchase representative with indication that it is the purchase number; for example, PN-10.

3 Distribution - Distribution shall be as prescribed by SS Branch instructions, including the following:

a On all shipments to FDP Branch Section 32 outlets, the shipping representative or the SS field office shall forward the original and one copy of the B/L to the PMA State office in the State of destination.

b The green copy of the U. S. Government B/L shall be used by the SS field office of origin as a report of the shipment and shall then be forwarded to the Area Fiscal Office in the area of origin.

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(V D 3)

c The eighth copy (third yellow copy) of the U. S. Government B/L shall be forwarded to the vendor for attachment to his voucher.

d On all shipments of field purchases to FDP Branch Section 32 outlets, the last copy of the U. S. Government B/L, carefully checked to determine that it is a legible copy, shall be forwarded to the purchase representative for filing in the Field Record Envelope.

4 Corrections and Cancellations - Corrections and cancellations of Government B/L's shall be effected in accordance with SS Branch instructions. Distribution of canceled B/L's shall include transmittal of the original to Claims Division, Fiscal Branch, Washington, and the green copy to the Area Fiscal Office.

5 Certificate in Lieu of Lost Government Bill of Lading Certificates will be issued in accordance with SS Branch instructions. Distribution shall include transmittal of one copy to Claims Division, Fiscal Branch, Washington.

E Commercial Bills of Lading

1 Shipments at Government Expense - In shipments at Government expense, commercial B/L's may be used in extreme emergency only, in which event the shipping representative shall mark on all copies: "U. S. Government property. To be exchanged for U. S. Government Bill of Lading at (name and address of PMA SS destination office)." The vendor or warehouse Notice to Deliver number and the purchase number shall be entered on the commercial B/L. Distribution of the commercial B/L shall include one copy to the vendor. Other distribution and conversion to a Government B/L shall be in accordance with SS Branch instructions.

2 Shipments Not at Government Expense - When shipments are made on commercial B/L's not involving transportation cost to the Government, a copy of the commercial B/L shall be forwarded by the shipping representative to the purchase representative, who shall then forward it to the Area Fiscal Office in accordance with PMA Instruction 124.2.

F Local Delivery - Delivery to the consignee may be made at the place of purchase, in which case no B/L will be used. In lieu thereof, the purchase representative will obtain and distribute Form CCC-108, "Consignee's Receipt," as provided in PMA Instruction 124.2.

CCC-108

G Report of Shipments to Section 32 Outlets (Distributing Agencies)



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1 On the same day that shipments are made the shipping representative shall send a collect wire reporting such shipments to the State office in the area of distribution, except that:

a Wires concerning deliveries to the following counties in and around New York City shall be sent to Area Officer for Marketing, 150 Broadway, New York City: Suffolk, Nassau, Kings, Queens, Richmond, Bronx, New York, Orange, Putnam, Rockland, Westchester.

b Wires concerning deliveries to District of Columbia shall be sent to the Maryland State office.

2 The wire shall contain the following information:

- a Commodity
- b Date shipped
- c D/O number
- d Quantity shipped
- e Car initials and number or State and license number of truck
- f Delivering carrier

3 A copy of each wire shall be sent by fastest mail to Shipping Division, SS Branch, Washington.

VI SECTION 32 ACQUISITIONS SHIPPED TO STORAGE

A Storage Contracts - Only a comparatively small quantity of Section 32 purchases of farm products will be shipped to storage. When such shipments are made, it will be necessary for the SS Branch to secure from the Area Fiscal Office a separate block of contract numbers for use on appropriate contracts and to execute a separate storage contract for such Section 32 commodities and assign appropriate contract symbols, in accordance with PMA Instruction 455.1, "Contract Symbols and Numbers," as follows:

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## (VI A)

- A 1 PM(M) Washington, D. C.
- A 2 PM(M) Northeast Area
- A 3 PM(M) Southeast Area
- A 4 PM(M) Midwest Area
- A 5 PM(M) Southwest Area
- A 6 PM(M) Western Area

B Authority to Execute Contracts - Storage contracts covering Section 32 commodities shall be executed in the name of the U. S. Department of Agriculture and shall be executed only by duly authorized representatives of the Secretary. The contracting officer signing as a representative of the Secretary shall indicate also his official title in the Department; such as "Chief, Storage Section, SS Branch."

C Documentation - Refer to SS Branch instructions.

## VII IN-TRANSIT LOSS AND/OR DAMAGE

A SS Branch General Responsibility - Claims arising in connection with in-transit loss and/or damage to price support commodities in the custody of SS Branch shall be referred to the Claims Division, SS Branch, Washington, for appropriate action.

B Deliveries to Section 32 Outlets (Distributing Agencies)

1 SS Branch Responsibilities - The Claims Division, SS Branch, Washington, receives the pink copies of D/O's from FDP Branch, Washington, and also original B/L's in instances where loss and/or damage occurs.

2 Consignee and State Office Responsibilities - In case of exception the consignee will indicate the loss and/or damage on the reverse side of the original B/L before surrendering the B/L to the carrier. The State director will confer with SS field office on questions of shipment or storage of damaged or out-of-condition commodities. Additional details will be found in PMA Instruction 124.4.

## VIII RECONSIGNMENT OF SECTION 32 COMMODITIES

A Reconsignment to Consignee Other Than Storage - The SS field office of origin shall effect reconsignment upon receipt of notification of a new consignee and destination from the State director in the State of distribution.

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B Reconsignment to Storage - When reconsignment is made to storage, the SS field office of destination shall allocate storage space and effect reconsignment in accordance with SS Branch instructions.

LX DISPOSITION OF OFF-CONDITION COMMODITIES ON TRACK AT STORAGE

When information pertaining to off-condition commodities is made available to the SS field office indicating that a car is on track at storage and must be diverted because (1) it is not accepted by a warehouse, or (2) the percentage of spoilage is such that the commodity is not fit for storage, the SS field office shall effect such diversion on the basis of outlets and contract numbers obtained by SS Branch, Washington, from the FV Branch and in accordance with SS Branch instructions.

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EXHIBIT A - "LETTER OF ACCEPTANCE"

EXHIBIT B - "INSTRUCTIONS TO CONSIGNEES" and  
"CONSIGNEE'S CERTIFICATE OF PARTIAL  
DELIVERY," FORM SS-75

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I PURPOSE AND SCOPE OF THIS INSTRUCTION

This Instruction outlines the procedure for effecting distribution operations involved in Section 32 purchases, for price support purposes, of fruit and vegetable commodities in raw form (farm products, including those generally sold by producers in semiprocessed form). The Instruction conforms to assignments made in PMA Instruction 124.1 and supplements PMA Instructions 124.2 and 124.3.

II GENERAL STATEMENTS, DEFINITIONS, AND REFERENCES

The general statements, definitions, and references to related PMA forms set forth in Instruction 124.2 are applicable also to this Instruction.

III FOOD DISTRIBUTION PROGRAMS (FDP) BRANCH OPERATIONS

A Advice of Inauguration of a Section 32 Program - Prior to the issuance of formal advice of a program the Fruit and Vegetable (FV) Branch, The Shipping and Storage (SS) Branch, and the FDP Branch will confer informally regarding Section 32 outlets for purchased commodities. The FV Branch will furnish FDP Branch with a copy of the Form PMA-171, "Program Authorization," issued by FV Branch to the PMA State director, as formal advice of the inauguration of a Section 32 program. PMA-171

B Allocation of the Commodity by FDP Branch - Upon learning, after consultation with FV Branch, that a purchase has been authorized, the FDP Branch shall determine the States in which distribution is to be made, the quantity to be distributed in each State, the types of agencies eligible to participate, the rates of distribution, the practical transportation aspects, and so forth. In arriving at this allocation the FDP Branch may find it necessary to request from the PMA State office concerned a distribution plan containing an estimate as to the quantity that can be distributed in the State on a 30-day basis and the amounts to be allocated to public welfare and eleemosynary institutions and school lunch, child care, and canning programs.

C Advising States of the Allocation - Upon determination of the allocation, the FDP Branch shall:

1 Advise the State office of the allocation for that State and supply information as to the quantity, containers, carlot units, stopover privileges, and so forth. Unless specified otherwise, the allocation shall be on a 30-day basis and parties in all categories shall be eligible recipients.

2 Authorize the State office to invite the submittal of Delivery Orders (D/O's) by distributing agencies.



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D Placing the Delivery Orders - The FDP Branch shall provide placement instructions for D.O's.

E Controlling Transfers of Delivery Orders - The FDP Branch shall control the transfer of D/O's after original placement, when necessary, and advise the State office of such transfers.

IV STATE OFFICE DISTRIBUTION OPERATIONS

A Distribution Plan

1 General - In some cases when a purchase is contemplated the FDP Branch may find it necessary to obtain a distribution plan from the PMA State office before allocating the commodity to the State. In some instances the State office will have prior knowledge of a program, in which event the State office shall so advise FDP Branch and submit a distribution plan. When a distribution plan is required, the State office shall:

a Consult the distributing agencies with a view to formulating a plan of distribution for use if an allocation is later received from FDP Branch, but shall not invite submittal of formal D/O's until instructions to do so are received from FDP Branch.

b Clear contemplated destinations with trade and State agricultural representatives to avoid conflict with local production and supplies. Precautions must be taken to prevent shipment of commodities to points that produce or serve as commercial storage points for substantial quantities of the same or similar commodities.

2 Contents and Transmittal - The distribution plan shall include an estimate as to the quantity that can be distributed on the basis of the allocation period prescribed by FDP Branch together with the amounts to be allocated to institutions and school lunch, child care, and canning programs. Estimates need not be firm but should be as conclusive as possible. The plan shall be transmitted to FDP Branch by wire in the form suggested below:

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TO: WASHINGTON DC

YTG 15 POTATOES. CAN DISTRIBUTE 20 CARLOADS.  
INSTITUTIONS 8, WELFARE 4, SCHOOL LUNCH 8,  
CHILD CARE NONE, CANNING NONE.

(Signed)

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State Director

B Allocation by State Office

1 Clearing Destinations - Upon receipt of an allocation from the FDP Branch the State office shall clear destinations as provided in paragraph IV-A above and shall allocate the commodity to the distributing agencies, being careful to determine that

- (a) quantities allocated are in proper proportion to requirements,
- (b) adequate facilities are available for storage and handling,
- (c) distribution will be made in strict accordance with instructions from FDP Branch, and (d) agencies to share in the distribution are eligible for participation.

2 Scope of Allocation - Unless otherwise specified, the allocation from FDP Branch will be on a 30-day basis and parties in all categories will be eligible to participate.

3 Action if Allocation is Not Understood - If instructions from FDP Branch are not understood or if changes in the allocation from FDP Branch seem desirable, the State office shall communicate with the FDP Branch before proceeding with the allocation.

C Offering the Commodity to a Distributing Agency - The State office shall invite submission of D/O's only upon receipt of instructions from FDP Branch to do so. If a distribution plan has been requested and submitted, D/O's may not be requested from distributing agencies before approval of the plan by FDP Branch. The offer to deliver, whether it is oral or by wire, must be confirmed by the State office by issuance of Form FDA-806, "Notice of Allocation." A copy FDA-806 shall be retained by the State Office.

D Letter of Acceptance

1 Preparation and Contents - The State office shall attach a Letter of Acceptance (exhibit A) to the Notice of Allocation, if the distributing agency is not using a similar letter of its own



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design, and will advise the agency that acceptance of the whole or part of the quantity offered must be accompanied by a Letter of Acceptance. Each Letter of Acceptance shall refer to one commodity and one allocation and shall be prepared by the agency in at least an original and one copy. The letter shall contain at least the following:

- a Name of commodity
- b Quantity and date it was allocated
- c Commodity accepted or rejected
- d Distributing agency number
- e Designation of and proposed distribution of the commodity; that is, the type of outlet to which distribution is to be made, the quantity to be used, and whether fresh or canning use is planned.

2 Distribution by Agency - The original of the Letter of Acceptance, with D/O's attached, shall be forwarded by the agency to the State office. A copy of the letter may be retained by the agency.

E Delivery Orders and Shipments - Additional responsibilities of the State office are contained in following paragraphs of this Instruction concerning D/O's and shipment and receipt of commodities.

F Control Records - The State office shall develop and maintain control records for the allocation and acceptance of commodities. The records should be designed so that the State office can show at any time the status of D/O's received. As a minimum, the following items are suggested:

- 1 Date ordered
- 2 Destination
- 3 Distributing agency number
- 4 Quantity ordered
- 5 D/O number assigned in State office

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- 6 Date order placed for shipment
- 7 State in which order was placed.
- 8 Date shipped
- 9 Origin of shipment
- 10 Amount shipped
- 11 Car initials and number
- 12 Bill of lading number
- 13 SS Branch identification number
- 14 Date bill of lading forwarded to consignee
- 15 Date pink copy forwarded to consignee
- 16 Date commodity was received
- 17 Amount received
- 18 Date executed pink copy forwarded to FDP Branch

## V DELIVERY ORDERS (D/O'S) PRIOR TO SHIPMENT

A Use and Preparation by Distributing Agency - The agency shall use Form FP-54, "Delivery Order," when ordering commodities and shall FP-54 prepare a separate order for each carlot or LCL shipment. When approved by the PMA this form constitutes a contract by which the agency agrees to accept the described commodity and to distribute the entire quantity to eligible recipients in accordance with PMA instructions so as to prevent its entrance into normal channels of trade and so as to prevent competition with the same or like commodities in such channels. Approval of the D/O, however, will not bind the PMA to deliver the commodity ordered, or to furnish the commodity in the quantity specified or in any particular type of container. The agency shall retain the last (sixth) copy of the Delivery Order and shall forward the other sheets, with carbon paper intact, to the PMA State office.

1 Full-car Shipment - Preparation of the D/O shall be in accordance with FDP Branch instructions. If the full car is for the same consignee and contains one commodity, one D/O shall be used.

2 Split Shipment - Preparation of the D/O's shall be in accordance with FDP Branch instructions.

DISTRIBUTION OPERATIONS  
INVOLVED IN SECTION 32 PRICE SUPPORT OF  
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Administration  
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Price Support & Subsidy

(V A)

a When one agency prepares the D/O's for a split shipment, the State office shall consult with the agency prior to their preparation to insure proper routing.

b When two or more agencies within a State prepare D/O's for a split shipment, the D/O's shall be consolidated by the State office. Prior to this, the State office shall check the combinations to insure shipments by direct route at the lowest cost to the Government.

B Accepting the D/O - Before the D/O number has been assigned, the State director or his designee shall approve the D/O, if it is in proper form and acceptable, by signing and dating all copies.

C Numbering the D/O - The State office shall number each D/O as follows:

1 Regular Shipment, Not Split - A separate series of numbers shall be established in each State office for each commodity, beginning with 1 and following in sequence as orders are placed for shipment, without regard to the fiscal year. This number when prefixed by the State code constitutes the D/O number; for example, the first D/O for potatoes distributed in Illinois would be 33-1 and the second for the same commodity and the same State would be 33-2. The first under a different commodity in that State would be 33-1; the second, 33-2.

2 Split Shipment within a State - The D/O for the first destination shall be assigned the usual number, plus "A"; for example, the orders for the first car of potatoes distributed in Illinois would, if it is a split car, be 33-1-A for the first stopover, 33-1-B for the second stopover, and so forth. All the D/O's for the second car of potatoes in Illinois would be 33-2, with a letter suffix for each D/O if the car is split.

3 Split Shipment between Two or More States - If a car is split for stopovers in two or more States, a number will be assigned without a suffix for each D/O; that is, each stopover. Each State office will assign its own D/O number(s) in accordance with paragraph V-C-1 if the State has one stopover, and in accordance with paragraph V-C-2 if the State has more than one stopover.

D Summary of D/O's - The State office if requested by FDP Branch to do so, shall wire a summary of the D/O's containing the D/O numbers, consignees, amounts, and requested delivery dates, to the FDP Branch. Preference in shipment shall be designated. The delivering carrier shall



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(V D)

also be shown when a particular railroad team track delivery is required for unloading or when delivery is required at a warehouse located on a private or assigned siding at a destination where reciprocal switching is not in effect. All of this information must be included in the summary because shipments may be made on the basis of this wire prior to the actual receipt of the D/O's by the purchase office. In some instances, the State office will be instructed to send this wire directly to the purchase office. This will be done only upon instructions from FDP Branch and in that event a copy of the wire to the purchase office will be provided to FDP Branch.

E Placement of D/O's - The State office, upon instructions from FDP Branch, shall forward D/O's to the State in which purchases are being made. When an allocation is given to a State office involving a commodity to be shipped from outside the State or when for any reason the FDP Branch requests that the D/O's be held in the State office, the State office shall hold the D/O's pending receipt of instructions from FDP Branch. In any event when the State office forwards D/O's to the State in which purchases are being made it shall forward only the second (yellow), third (blue), fourth (pink), and fifth (white) copies and shall retain the original (green) copy.

F Cancellation of D/O's

1 Distributing Agency - The distributing agency shall forward requests for cancellation to the State office immediately after the necessity becomes apparent. Such requests should be identified by the commodity and the distributing agency's number.

2 State Office

a Wire to Origin Office - Upon receipt of a request for cancellation the State office shall immediately notify the office with which the order was placed and request cancellation. The wire request should give the commodity, D/O number, and consignee. A copy shall be mailed to FDP Branch.

b Abstract of Delivery Orders - The State office shall forward to the FDP Branch a copy of the Form FDA-594, FDA-594 "Abstract of Delivery Orders," showing the change, immediately after the cancellation has been effected. Refer to paragraph G below.

G Abstract of Delivery Orders - FDA-594 serves as the basis of records maintained by FDP Branch.

1 Preparation and Distribution - A separate FDA-594 shall be prepared for each commodity and the forms shall be numbered in



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(V G 1)

numerical order by commodity. The form shall be prepared in triplicate by each State office placing D/O's, in accordance with FDP Branch instructions. The State office shall retain one copy, send the original, with the D/O's attached, to the purchase representative designated, and send one copy to FDP Branch, Washington.

2 Change in Status of D/O - If the status of a D/O changes after FDA-594 has been submitted, FDA-594 indicating the change in status shall be submitted as provided in paragraph 1. above.

VI SHIPMENT AND RECEIPT OF COMMODITIES

A Reconsignment or Diversion - If the need for a change in consignee or destination develops after placement of the D/O:

1 Distributing Agency - Shall forward the request for reconsignment or diversion to the State office by telephone or telegraph immediately after the necessity becomes apparent. Such requests shall be identified by the commodity and either the agency's number or the D/O number.

2 State Office - Shall submit all requests for reconsignment or diversion to the office initiating shipment. The request should be made by wire and a copy of the wire should be sent to FDP Branch. Since a reconsignment or diversion changes the original status of a D/O, FDA-594 showing the change shall be prepared and distributed as outlined above.

B Forwarding the Bill of Lading (B/L) - Immediately after shipment is made the original and one copy of the B/L will be mailed by the shipping representative to the State office of destination for subsequent transmittal, through proper channels, to the destination consignee for execution. The consignee will sign the original of the B/L in ink or indelible pencil and will surrender it to the delivering carrier. The copy may be retained by the consignee or distributing agency.

C Delay in Receipt of B/L - If the original and memorandum copy of the B/L are not received in the State office of destination within 15 days, excluding Saturdays and Sundays, after the wire notice of shipment has been received, the State office shall immediately notify the FDP Branch by wire, giving the commodity, D/O number, and date shipped.

D Certificate in Lieu of Lost B/L - The State office shall submit requests for this certificate directly to the FDP Branch, giving as a minimum the commodity, D/O number, consignee, date shipped, date received, car initials and number, and B/L number.

DISTRIBUTION OPERATIONS  
INVOLVED IN SECTION 32 PRICE SUPPORT OF  
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(VI)

E     Execution of B/L on Split Shipments

1     "Instructions to Consignees" - The shipping representative, when preparing the shipping documents, is responsible for attaching to the original B/L one set of "Instructions to Consignees" and Form SS-75, "Consignee's Certificate of Partial Delivery," SS-75 for each stopover for partial unloading of a carload shipment in line of transit except the final destination. If the original B/L covering a split shipment is received by the State office without the necessary attachments, the State office shall prepare a set of the necessary attachments and forward it to the intermediate consignee for execution by him with typewriter, ink, or indelible pencil upon receipt of shipment. (Refer to exhibit B.)

2     Refusal by Carrier to Surrender Portion of Carlot - It is possible that a car covering a split shipment may arrive at the intermediate destination prior to the receipt of the B/L and attachments by the consignee. If this occurs and the carrier's agent refuses to surrender that portion of the car to the consignee, the State office will be responsible for communicating with the general office of the delivering carrier to obtain release of that portion of the car designated for such consignee. This may be accomplished by explaining to the carrier that the shipment is moving on a Government B/L and that same will be forwarded to the consignee immediately upon receipt by the State office.

F     Consignee's Report of Condition on Arrival - The space for this report appears at the bottom of the face of the pink copy of the D/O and is to be executed by the consignee in accordance with FDP Branch instructions, with typewriter, ink, or indelible pencil.

G     Loss or Damage

1     Consignee's Responsibilities - In case of loss or damage the consignee shall:

a     Notify the carrier and if possible make a joint inspection.

b     Notify the State office.

(1) If the loss or damage is slight and the consignee accepts the car, he shall advise the State office of the commodity, D/O number, extent of loss or damage, salvage possibilities, and so forth.



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(VI G 1 b)

(2) If the loss or damage is substantial, the consignee shall withhold acceptance or rejection of the car and shall immediately advise the State office that the car is being held, giving, insofar as possible, full details of the shipment; such as commodity, D/O number, car initials and number, carrier(s), shipment and arrival dates, extent of loss or damage, salvage possibilities, and so forth.

c Follow instructions of the State office regarding damaged or out-of-condition commodities.

d Indicate the loss and/or damage on the reverse of the original B/L before surrendering the B/L to the carrier and also complete the reverse of the pink copy of the D/O. The consignee should indicate the apparent cause of the damage and any other pertinent information such as seal numbers of the cars in cases of shortage.

## 2 State Office Responsibilities

a Disposition of Commodity - The State office shall determine, and shall advise the consignee, whether the commodity shall be rejected to the carrier or whether it shall be accepted by the consignee for other disposition by the State director. On questions of policy affecting such commodities, the director shall confer with FS Branch. On questions of shipping or storage of such commodities, he should confer with the nearest SS field office.

b Determining Execution by Consignee of B/L and D/O - In cases of exception the State office in the State of distribution shall police the consignee to see that the consignee indicates the extent of the loss and/or damage on the reverse of the original B/L and completes the reverse of the pink copy of the D/O. The State office shall forward the pink copy of the D/O to FDP Branch.

3 FDP Branch Responsibility - FDP Branch shall forward the pink copy of the D/O to the Claims Division, SS Branch, if loss and/or damage has occurred.

H Executed Pink Copy of the D/O - Upon receipt of the executed pink copy of the D/O, the State office shall:

1 Review it for the purpose of ascertaining that it has been completely and accurately executed.

DISTRIBUTION OPERATIONS  
INVOLVED IN SECTION 32 PRICE SUPPORT OF  
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(VI H)

2 Enter the information on the control records and forward the D/O to the FDP Branch, with a memorandum listing only the name of the commodity and the D/O number(s). A separate memorandum shall be submitted for each commodity. A "Letter of Transmittal" is no longer required.

I Delay in Receipt of Pink and White Copies of D/O's - If the completed pink and white copies of the D/O are not received in the State office of destination within 15 days, excluding Saturdays and Sundays, after the wire notice of shipment has been received, the State office shall immediately notify FDP Branch, giving the commodity, D/O number, and date shipped.

J Wire Notice of Shipment

1 Shipping Representative - The shipping representative will transmit a wire notice of shipment to the State office of destination on the same day that shipment is made. This wire will contain the name of the commodity, D/O number, destination, car initials and number, point of origin, quantity if at variance with the quantity called for on the D.O, and the date shipped.

2 State Office - Upon receipt of the wire, the State office shall immediately notify the distributing agency and/or consignee. Whenever a shipment is received within the State without prior notice of shipment, the State office shall immediately notify the FDP Branch by wire.

\* \* \*

Attachments: Exhibits A and B



LETTER OF ACCEPTANCE

Date: \_\_\_\_\_

To: \_\_\_\_\_, State Director  
Production and Marketing Administration  
U. S. Department of Agriculture

WITH REFERENCE TO YOUR NOTICE OF ALLOCATION DATED \_\_\_\_\_ COVERING  
OF \_\_\_\_\_ FOR DISTRIBUTION \_\_\_\_\_  
(Quantity) (Commodity)  
WE WISH TO ADVISE THAT ACCEPTANCE OF THIS ALLOCATION, AS NOTED BELOW, IS  
HEREBY MADE IN BEHALF OF THE \_\_\_\_\_  
(Distributing Agency)

ENTIRE ALLOCATION ACCEPTED \_\_\_\_\_  
ALLOCATIONS TO BE REDUCED TO \_\_\_\_\_  
ALLOCATION NOT ACCEPTED \_\_\_\_\_

Distributing Agency No.	Destination	Proposed Distribution	Quantity

YOURS VERY TRULY,

BY \_\_\_\_\_  
\_\_\_\_\_  
(Title)

6-9-47

INSTRUCTIONS TO CONSIGNEES

FIRST DESTINATION

Consignee will execute the attached certificate for the amount unloaded by him, showing name of transportation company, point of delivery, weight, consignee's signature, and date.

Leave certificate attached to bill of lading and forward to consignee at final destination.

FINAL DESTINATION

Consignee will execute certificate on the bottom of bill of lading for the balance of the shipment. Leave certificate executed by first consignee attached and deliver the completed bill of lading to the railroad agent in lieu of freight charges.

Form SS-75  
5-27-46

CONSIGNEE'S CERTIFICATE OF PARTIAL DELIVERY

U.S.D.A.  
P.M.A.

I To Be Filled in by Shipping Representative

Consignee		Bill of Lading No.
Address of Consignee		Date B/L Issued
Commodity	Quantity	Car Initials & No.

II Receipt To Be Executed by Consignee

Commodity	Weight (in words)	
Pounds (in figures)	Name of Delivering Carrier	Place of Delivery
The commodity was received in apparent good order and condition except as noted on the reverse side.		
Date	Signature of Consignee	

6-9-47

Form FDA-596  
(Superseding SMA-237)

Place Pocatello, Idaho

WAR FOOD ADMINISTRATION  
Food Distribution Administration

Date 7/30/45

PUBLIC WEIGHMASTER'S CERTIFICATE

This is to certify that the following described commodity was weighed by a public weighmaster, and the seal attached imports accuracy in weighing, as prescribed by law:

Irish Potatoes 360 Sacks Gross 46,450  
(Commodity) (Quantity)

Idaho-7-410 none Truck Tare 9,150  
(Carrier) (Marks)

(Truck License or R.R. Car No.)

Weight For Account of Samuel S. Brown Container Tare 1,000

Driver (☒) Off or ( ) On Net 36,000\*

NOTE: If seal is not available, a certificate must be furnished by an appropriate state or local public official, or by the FDA field purchase representative, attesting to the public authority of the above named weighmaster and to the accuracy of said weighmaster's scales.

Jones Elevator Company  
(Public Weighmaster)

\*SEAL

By (signature and title of authorized representative)

FORM NUMBER: FDA-596

TITLE: PUBLIC WEIGHMASTER'S CERTIFICATE

ACTUAL SIZE: 8" X 6 $\frac{1}{4}$ "

PRINTED: 1 sheet, 1 side.

PREPARATION:

Vendor obtains certificate from Public Weighmaster, if available; otherwise, from operator of commercial or private scales. Original, with copies as required by vendor.

DISTRIBUTION:

Vendor forwards original only to PMA representative for filing in Field Record Envelope.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A:W -05, 15, 16, 18, 30 - L; S; B-18, 30  
6-3-47





Form PMA-74

UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

1-17-46

## FIELD RECORD ENVELOPE

Order No. .... State No. ....

**Purchase data:**

Commodity .....

Purchase Order No. ....

State of purchase .....

Name of vendor .....

Address of vendor .....

Quantity ..... Price .....

Inspection certificate No. .... Grade .....

**Shipping data:**

Car No. and initials .....

B/L No. .... Route .....

Trucking company .....

Address ..... Truck license No. ....

Shipping point ..... Date .....

Consignee .....

Destination .....

**Voucher status:**

Mailed to ..... Date .....

Mailed to ..... Date .....

Mailed to ..... Date .....

Returned ..... Date .....

Mailed to ..... Date .....

Washington copies mailed .....

.....  
**PMA Representative.**

FORM NUMBER: PMA-74

ACTUAL SIZE: (Face of  
Envelope) 6½" X 9½".

TITLE: FIELD RECORD ENVELOPE

PREPARATION: In local purchase office, original only.

DISTRIBUTION: To county or State committee, as required, at close of  
program.

PROCEDURE COVERING USE: 124.2

6-11-47





Form PMA-171 (5-1-47)		U. S. DEPARTMENT OF AGRICULTURE PRODUCTION AND MARKETING ADMINISTRATION		AUTHORIZATION NO. _____
<b>PROGRAM AUTHORIZATION</b>				DATE _____
TD; _____				AUTHORIZATION FROM (BRANCH) _____
You are hereby authorized to carry out the activities specified below in accordance with the terms and conditions outlined and to redelegate such authority except as restricted below.				
COMMODITY	NATURE OF ACTION	MAXIMUM QUANTITY	MAXIMUM EXPENDITURE	
PRICE AND SPECIFICATIONS			TIME PERIOD	
			FROM _____ (Date)	
			TD _____ (Date)	
OTHER TERMS AND CONDITIONS				
ISSUED BY		DIRECT DELEGATION TO STATE APPROVED:		
_____ (Branch Director)		_____ (Assistant Administrator for Production)		
<b>BUYING DIRECTION</b>				
ISSUED TO			DATE	
You are hereby authorized to carry out the activities specified above in accordance with the terms and conditions stated herein except as modified below.				
AREA OF PURCHASE			BUYING DIRECTION NO.	
			MAXIMUM EXPENDITURE	
FOR OTHER MODIFICATIONS, IF ANY, USE OTHER SIDE				
SIGNED: _____ STATE DIRECTOR				

FORM NUMBER: PMA-171  
 TITLE: PROGRAM AUTHORIZATION

SIZE: Reproduce on 8" X 12 1/2" paper,  
 one side.

**PREPARATION:** Initially, under "Program Authorization", by program branch issuing authorization." Subsequently, under "Buying Direction," by PMA State director upon redelegation of his authority.

**DISTRIBUTION:** By issuing branch upon completion of "Program Authorization."  
 By PMA State director upon completion of "Buying Direction."

**PROCEDURE COVERING USE:** 124.2

**NOTE:** Available only as a Forms Manual Insertion and as master multilith plates which may be obtained by issuing branches from Administrative Services (AS) Division, Budget and Management Branch. Issuing branches will insert authorization provisions and forward to AS Division for reproduction.

**DISTRIBUTION:** A; W-05, 15, 16, 18, 30 - L; S; B-18, 30.  
 6-4-47



IT IS SUGGESTED THAT A SEPARATE SHEET  
BE USED FOR EACH DIFFERENT TYPE OF  
TRANSACTION AS REQUIRED FOR PMA-249

THIS IS SUGGESTED USE  
OF THESE COLUMNS

FORM PMA-248  
(4-23-47)

U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION

## PURCHASE CONTROL RECORD

(1) COMMODITY *1946 Irish Potatoes* (2) PURCHASE OFFICE LOCATION *Main Street Presque Isle, Me.* (3) PERIOD OF PURCHASE *9-1-46//12-31-46*  
(4) BUYING DIRECTION SYMBOL AND NUMBER *Nc-3a-11-5* (5) PAGE *1* OF *1* PAGE 3

(6) PURCHASE NO.	(7) TYPE OF CONTAINER AND UNIT OF MEASUREMENT	(8) GRADES, NO. OF UNITS, AND UNIT PRICES						(9) CAR INITIALS AND NO. OR TRUCK LICENSE NO.	(10) ORIGIN INSERT "VENDOR" OR LOAN NO. (LN) OR "FARM STORAGE"	(11) DISPOSITION INSERT APPLICABLE ITEM OR ITEMS: NAME OF CONSIGNEE CITY AND STATE OF DESTINATION DELIVERY ORDER NO. (D/O NO.) NOTICE TO DELIVER NO. (N/D NO.) SALES CONTRACT NO. (S/C NO.) "CCC STORAGE" "LOCAL DELIVERY" "FARM STORAGE" "CONDEMNED" OTHER DISPOSITION	(12) FOR LOCAL USE		(13) SHIPPING POINT AND INSPECTION CERTIFICATE NO.	(14) NAME AND ADDRESS OF VENDOR	(15) BILL OF LADING NO.	(16) VOUCHER SERIAL NO.	(17) TOTAL AMOUNT OF VOUCHER	(18) DATE TO PAYING OFFICE	
		U.S. No. 1		U.S. No. 1B and 2		Culls					(18) VEN- DOR'S VOUCHER	(19) VOUCHER FOR CHECK LOADING							
		(a) NO. OF UNITS	(b) UNIT PRICE	(c) NO. OF UNITS	(d) UNIT PRICE	(e) NO. OF UNITS	(f) UNIT PRICE												
1	Bulk CWT	250	\$1.65	125	.70	25	—	MDT 3000	Vendor	Schenley, Schenley, Pa. S/C No. AWS(F) 400	9/3	9/6	Caribou, Me. B-147680	John Jones RFD-1 Caribou, Me.		D-171600	\$500.00	9/3	10/5
2	100# Sack	400	1.90					PFE 6000	LN 11-002-598	Belgium Economic Mission, Portland, Me. S/C No. AWS(F) 2800 N/D No. CKDB-14763	"	"	Castle, Me. B-143432	Lyn Jones Box 15 Castle, Me.	A-146782	D-171602	760.00	"	
3	"	400	2.40					MDT 7555	Vendor	Augusta Public Welfare Board, Augusta, Me. D/O No. 11-14	"	"	Wolf Creek, Me. B-148111	Richard Roe, c/o First Natl Bank, Portland, Me.	A-150011	D-172001	960.00	9/4	10/6
4	Bulk CWT			5,000	.51				Vendor	Farm Storage Richard Roe, c/o First Natl Bank, Portland, Me.	"	"	B-148200	"		D-172002	1,275.00	9/5	
5	100# Sack	50	1.90					Maine A-170-72	Vendor	Abel Martin, Supt., Public Schools, Portland, Me. Local Del. D/O No. 11-8	9/9	9/13	Wolf Creek, Me. B-14906	"	A-150017	D-172005			10/6
4	Bulk CWT			400				ART 7644	FS	Publicker Industries, Philadelphia, Pa. S/C No. AWS(F) 4033	9/10	"	Little Rock, Me. B-149100			D-300008	1,581.00	9/25	10/6
4	"			4,600					FS	Condemned	9/11	"							

FORMS MANUAL INSERTION PMA-249  
ILLUSTRATES THE FIRST WEEKLY  
REPORT BASED ON THESE TRANSACTIONS

FORM NUMBER: PMA-248  
TITLE: PURCHASE CONTROL RECORD.

ACTUAL SIZE: 14" X 20"  
PRINTED: 1 side.

PREPARATION: By purchase representative, original only.

DISTRIBUTION: Purchase representative forwards to county or State committee, as required, upon termination of the program.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A; W-05, 15, 16, 18, 30 - L; S; B-18, 30.  
6-4-47



ACTUAL SIZE: 10½" X 16"  
PRINTED: 1 side.

DISTRIBUTION: A: W-05, 15, 16, 18, 30 - L; S; B-18, 30.  
6-4-47

Form PMA-375  
(3-27-47)  
Formerly CCC-108

U. S. DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
SHIPPING AND STORAGE BRANCH

## CONSIGNEE'S RECEIPT

BUDGET BUREAU NO. 40-R1353.1  
APPROVAL EXPIRES DECEMBER 31, 1948

DATE

SALES CONTRACT NO. OR REQUISITION NO.

CONSIGNEE AND ADDRESS

PLACE OF ACCEPTANCE (Consignor &amp; Address)

ITEM NO.	COMMODITY & CODE 1/	NO. AND KIND OF PACKAGES	NET WEIGHT	GROSS WEIGHT	EX-CAR NO.	EX-ORDER NO.	OUTBOUND ORDER NO.	LOT NO.
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

1/ Where commodity code changes, list each change.

This is to certify that the property herein described has been received as shown above. It was received in good condition except as noted on the reverse side, identified by item(s) above.

(Signature of Consignee)

(Date of Acceptance)

(Official Title)

FORM NUMBER: PMA-375  
TITLE: CONSIGNEE'S RECEIPT

ACTUAL SIZE: 8" X 10½"  
PRINTED: 2 sides.

**PREPARATION:** By purchase representative, original and four copies, when commodity is delivered in area of purchase except when shipment is made on commercial bill of lading and consignee or his agent is not present to sign receipt. Signed, and exceptions, if any, noted on reverse side, by consignee or his agent. Signatures on original and one copy in the original and on remaining copies in carbon.

**DISTRIBUTION:** Consignee retains one copy, gives original and other copies to purchase representative who retains one copy for the Field Record Envelope and distributes original and the one signed copy to Area Fiscal Office with Report of "Field Purchases," and one copy to paying office with vendor's claim for payment.

PROCEDURE COVERING USE: 124.2

DISTRIBUTION: A; W-05, 15, 16, 18, 30; L; S; B-18, 30  
6-10-47

## OVER, SHORT AND/OR DAMAGE

COMMODITY

ITEM NO.	A. OVERAGE		B. SHORTAGE						
	NO. UNITS OVER	DISPOSITION MADE	NO. UNITS SHORT	SEAL NO'S. & INITIALS (Both Doors)	SEALS INTACT		WHEN SHORTAGE DISCOVERED (CHECK)		
					YES	NO	BEFORE	AFTER	DURING UNLOADING

## C. LOSS DUE TO DAMAGE

ITEM NO.	NO. OF UNITS		NATURE OF DAMAGE	APPARENT CAUSE	DISPOSITION OF DAMAGED COMMODITY	RECOOPERING CHARGES	
	DAMAGED	RECOOP-ERED				AMOUNT	BILLED TO

NOTE: In case of shortage of units, attach copy of car's out-turn tally.  
On cases of goods in uniform pack, show number of cans and size; on other commodities such as cured meats, cheese, beans, flour, etc., shortage in units and pounds must be established.

VERIFIED BY:

SIGNED

(CONSIGNEE)

(DELIVERING CARRIER)

BY

(AGENT)

(BY AGENT)

(DATE)